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2003 Fleet Report Card Syllabus

Curriculum developed by Fleet Operations with the intention of assisting all State Agencies adhere to the Fleet Management Rules, Policies, and Procedures set forth by the Utah State Legislature

◆ **Grading Begins:** September 2nd, 2003

◆ **Final Analysis Distributed:** October 6th, 2003

Questions may be directed to:

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Equipment Inventory

Original Cost

- ✓ All Units must display the appropriate Original Cost on the Acquisition Tab (if the unit was donated then the Donated field must be marked with a “Y”).

Equipment Contacts

- ✓ A valid Operator Id must be assigned to each active Equipment Unit. Valid means that the Operator is marked as “Authorized to have a permanently assigned unit” *and* that they are not marked as “Invalid” on the Authority tab of the Operators screen.
- ✓ If an Operator is assigned to more than one piece of equipment and the equipment is not assigned to a motor pool, then every operator who drives that equipment must be assigned as an additional operator.

NOTE: State Law mandates that *every* person operating a state vehicle must display proof of legal authority to drive. This means that they and their valid Driver’s License information are listed in FleetFocus. Additionally, it must be documented when they drive a vehicle. If it is a permanently assigned vehicle, they need to be listed as an additional operator on the Assignments tab of Fleet Equipment. If it is a motor pool rental, they must be listed on the reservation.

Meter Class

- ✓ Meters must be appropriately classed on the Meter Info tab. Any Meter Class Code *other than* 500M, 250H, and NO METER must be accompanied with a justification on the Comments tab. In addition, all justifications must be signed and dated.
- ✓ The usage history must coordinate with the Class Code as follows:
 - NO METER and METER-NU: There should not be any history of meter usage.
 - –SU: Meter usage should be documented in warmer months only (approximately March through October depending on the weather).
 - –WU: Meter usage should be documented during the winter months only (approximately October – March depending on the weather).
 - Other Codes: Regular meter usage history is expected at least once every two months.
- ✓ This will be looked at much stricter than in previous report cards!



Replacements

- ✓ All Units with a Surplused Life Cycle Status code must indicate the Unit that replaced it by displaying the correct Equipment Id in the Replaced By field on the Replacement and Disposition tab.
- ✓ All Units with an Active Life Cycle Status code must indicate the Unit that it replaces by displaying the correct Equipment Id in the Replaces field on the Replacement and Disposition tab.
- ✓ All Units must appropriately refer back-and-forth to each other. IE: If EQ1000 indicates that it is replaced by EQ2000 then EQ2000 must indicate that it replaces EQ1000.
- ✓ This will be looked at much stricter than in previous report cards!



Licensing

- ✓ All Units must be current on their registration.

Fuel Usage

Miles per Gallon

- ✓ City and Highway Miles per Gallon data must be appropriately filled in on the Specifications screen. There are certain pieces of heavy-duty equipment where MPG data is impractical. For these cases only, a zero must be entered into the city and highway fields.

Fuel Usage

- ✓ The amount of expected fuel used monthly for each Equipment Unit is derived from the following calculation: (Monthly Meter Usage / Miles per Gallon (Hwy and City)). Example: An Equipment Unit gets 25mpg on the Highway and 20mpg in the City. It travels 2,000 miles in one month. The amount of expected fuel used for that month is 80 – 100 gallons. (2000 miles / 25mpg = 80 gallons of fuel AND 2000 miles / 20mpg = 100 gallons of fuel). Each Equipment Unit must fall within the expected fuel usage range.

Operators

Driver's License Information

- ✓ Every authorized operator must have valid Driver's License information documented on the Operators screen. The required data includes: Correct Driver's License Number, Issuing Government, Expiration Date, and Classification.
NOTE: An authorized operator is one who is either assigned to a permanently assigned equipment unit, has used motor pool reservations within the last six months, or has a confirmed reservation for the future.

Email

- ✓ Every authorized operator must have a valid email address listed on the Employment Info tab of the Operators screen.

Preventive Maintenance Routines

PM's Due

- ✓ All Equipment Units must be appropriately set up on a Preventive Maintenance schedule.
- ✓ No Equipment Unit shall be past due on their Preventive Maintenance (either by miles or date, whichever is appropriate) as of 09/01/2003.
- ✓ This will be looked at much stricter than in previous report cards!



PM History

- ✓ All Equipment Units must display appropriate PM history for the previous year (09/01/02 – 09/01/03). Thus if the PM program dictates maintenance performed every 5,000 miles and the units actual utilization is 1,500 miles p/month, then a PM should be documented in FleetAnywhere every 3½ months.



PM Notification

- ✓ All Equipment Units not on ARI must have an appropriate notification procedure in place. This notification will let the Equipment Users know when their equipment is due for preventive maintenance. Please submit your procedures to angiewatson@utah.gov
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Extra Credit

✓ **Components**

Components are defined as “non-vehicular, fleet-related equipment”. “*Vehicles*” are not to be documented on the Assets screen.

✓ **Operator / Employee Training**

Although other types of training will be acknowledged, Defensive Driver’s Training data is the main focus of this credit. You may use either the Training screen (Data→Equipment Units→Set Up→Operators→Training) or the Operators→Primary Information screen (Data→Equipment Units→Set Up→Operators).

✓ **Multiple Operators**

Documenting every Operator who drives a permanently assigned vehicle is a mandatory requirement. Since it is difficult to assess compliancy, acknowledgement will be given to those Agencies with additional operators documented on the Fleet Equipment screen.